Air Force Security Assistance Center

WorldWide Warehouse Redistribution Services

AFSAC Online User Guide (WWRS)

First Edition
September 2004

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Overview – Seller Capabilities

The AFSAC Online application is designed to aid our customers by providing information to them on their WWRS activities. Please feel free to email the WWRS PMO (afsac.wwrspmo@wpafb.af.mil) with any comments/problems/enhancement requests that you may have. Below is a list of features that are included in this application. Access the application by navigating to the AFSAC Online Home Page (https://afsac.wpafb.af.mil) and clicking on the WWRS menu option.
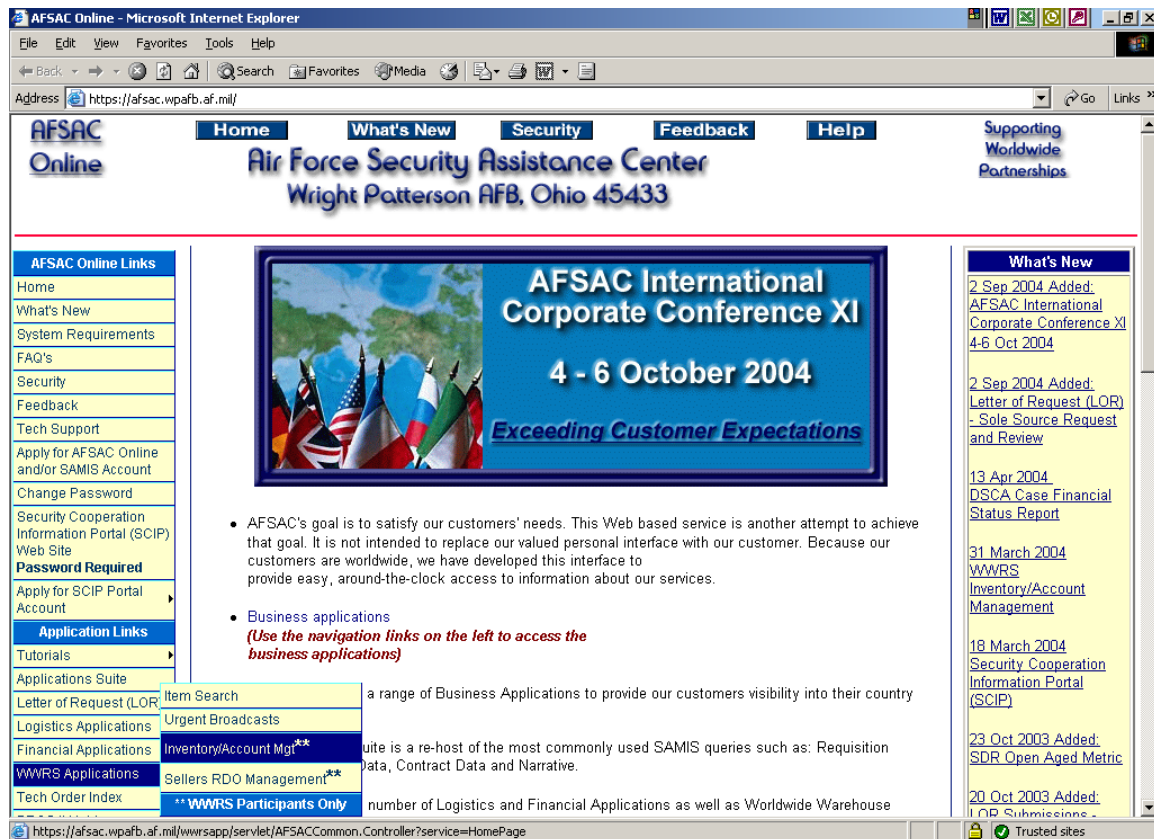
Menu

At the top of each page in the application, the menu bar will be available. The menu is used to navigate around the application.

Column Sorting

Throughout the application, when a list of data is presented, you may notice that the column headers are underlined and highlighted. When this feature is enabled on a page, clicking a column header will sort the data displayed by the column selected in ascending order. Clicking on the column again will sort the data displayed by the column displayed in descending order.

Page Navigation

On several pages throughout the application, there is more data retrieved than is actually displayed on the page.   When this occurs, the page navigation menu will be displayed. This feature was added due to the large amount of time it would take to display a large amount of data on a page. By breaking the results into multiple pages, the time to display the results is greatly reduced. The page navigation menu consists of 4 selections:

1. First Page: Navigates to the first page of the data retrieved
2. Previous Page: Navigates to the previous page of the data retrieved. For example, if you are on Page 4, clicking the Previous Page will take you the third page.
3. Next Page: Navigates to the next page of the data retrieved. For example, if you are on page 6, clicking the Next Page will take you page 7.
4. Last Page: Navigates to the last page of the data retrieved.

Help

At any page in the application, clicking the menu option Help / Current Page will display a help screen with information of the current page being displayed.

Glossary

This page contains definitions of the different terms and data elements used in WWRS. Display the glossary by navigating to the menu option Help / Glossary.

WWRS Home Page

[Figure 1]

The home page is the initial page that is displayed when you log into the application via AFSAC Online. Summary information on your current WWRS position is visible from this page. This page can be accessed at any time by clicking the "Home" Link in the top right hand corner of the page.

The following links are also provided to you:
1. WWRS Program Home Page – This page contains general information on the program itself, such as the WWRS Handbook.
2. AFSAC Online Home Page – Navigate to this page to access all other AFSAC Online applications.
3. Feedback Form – See something you don't like with this application? Or, do you have a new feature that would be beneficial? Don't hesitate to let us know. Your feedback is essential in order to make the application better for everyone.
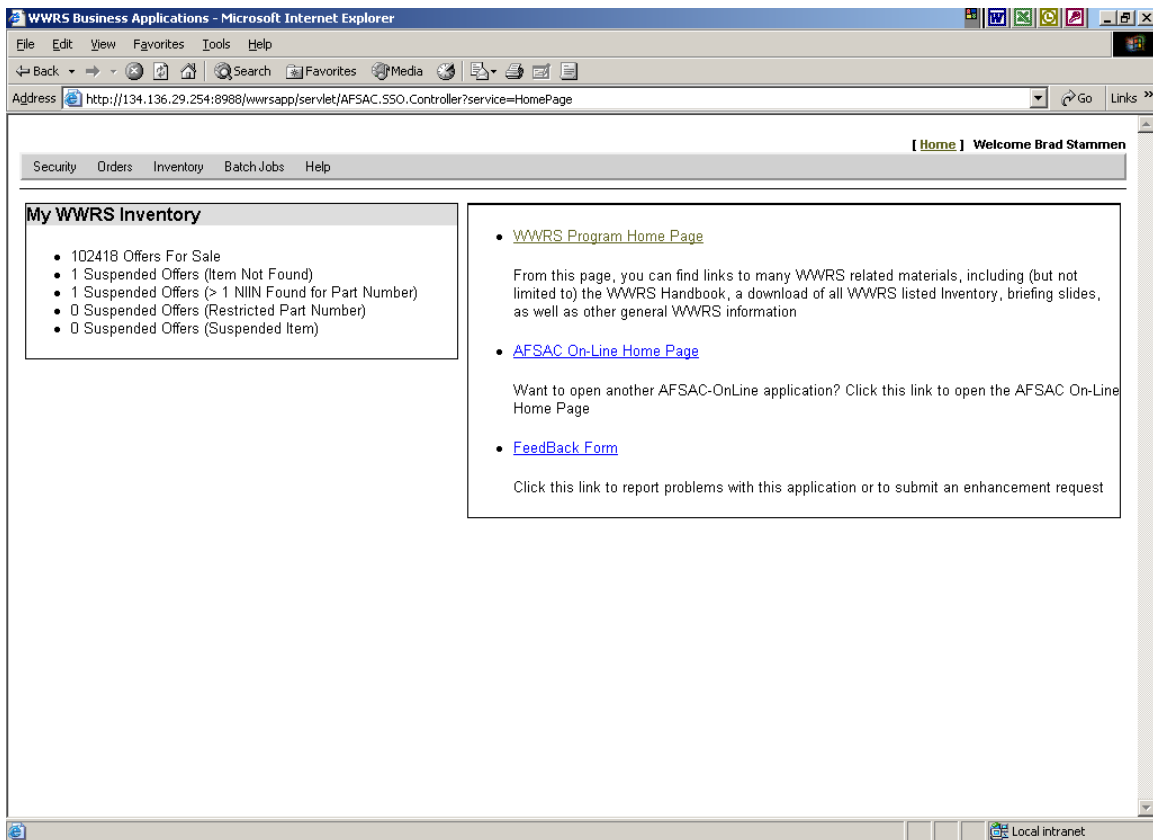
[Figure 1]

Modify Account Information

Step 1: Search WWRS Accounts [Figure 2]

Enter search criteria by selecting an entry in the drop down list to find the WWRS account you wish to modify. Simply fill in the desired search criteria (none required) and click the "Find Account" button.

The WWRS PMO establishes the initial account for you upon receipt of a signed LOA and identification of the WWRS Point of Contact. Updates can be performed by the seller after initial account establishment.

[Figure 2]

Step 2: Choose Account To Modify [Figure 3]

This page displays a list of the accounts you selected from the previous page. From this list, click the "Modify" link next to the account you wish to change.
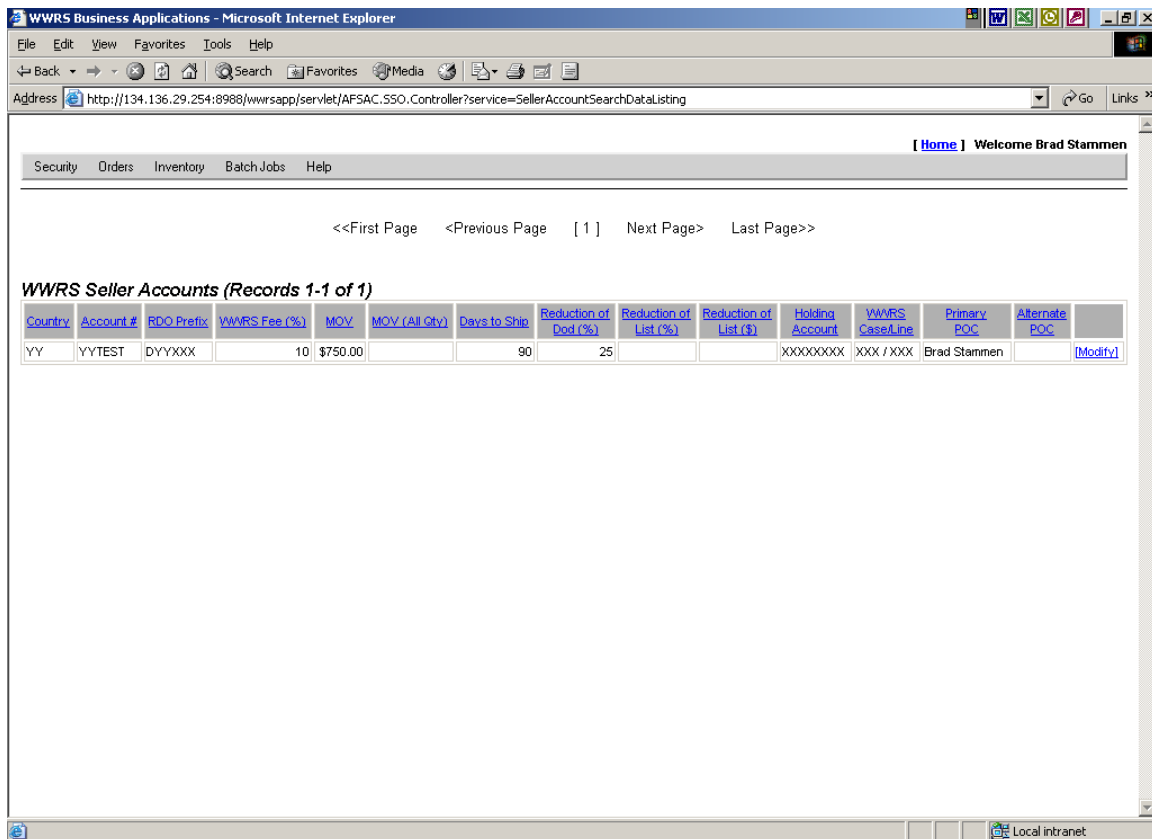
[Figure 3]

Step 3: Change Information on the Account [Figure 4]

Modify the information on the account and press the "Modify Account" button.

All fees incurred by a seller will "roll up" at the account level. For each account, the % Reduction of DoD Price, % Reduction of List Price, $ Reduction of List Price, Minimum Order Value, and Minimum Order Value for all Quantity are the standard variables used in seller selection for all identifiers listed under the account. These variables, however, can be overridden at the identifier level.

Definition - Account Number

The account number is a unique identification of a WWRS seller. All sellers must be assigned an account number prior to participation in WWRS. All financial information and fees are calculated at the account level.

Definition – Minimum Order Value (MOV)

The minimum order value is the minimum dollar value that must be achieved on an RDO before it is sent to the seller.   The MOV can be specified at the account level or at the Identifier level. When performing seller selection, the lowest MOV for the listed materiel will be used (when more than one offer must be grouped together)

Definition – MOV All Quantity (MOV)
The MOV for all Quantity is the minimum dollar value that must be achieved on an RDO before it is sent to the seller when all of the listed materiel is ordered. The MOV for all quantity can be specified at the account level or at the Identifier level. When performing seller selection, the lowest MOV for all quantity for the listed materiel will be used (when more than one offer must be group together)

Definition – Reduction (%) of DOD
This is the percentage of DoD price of a listed item in which the seller has authorized the PMO to adjust the listed price. The % can be specified at the account level and/or the Identifier level. The highest percentage for listed materiel will be used during seller selection (when more than one offer must be grouped together)

Definition – Reduction (%) of List
This is the percentage of the seller's listed price of an item in which the seller has authorized the PMO to adjust the listed price. The % can be specified at the account level and/or the Identifier level. The highest percentage for listed materiel will be used during seller selection (when more than one offer must be grouped together)

Definition – Reduction ($) of List
This is the dollar amount in which the seller has authorized the PMO to adjust the listed price. The amount can be specified at the account level and/or the Identifier level. The highest dollar value for listed materiel will be used during seller selection (when more than one offer must be grouped together)

Definition – Point of Contact (POC)
The points of contact (primary and alternate) can be specified at the account level and/or the identifier level. The POC(s) will receive system-generated emails pertaining to status of various WWRS activities. POC(s) can be appointed on the account. Each account POC will have access to each account identifier. The account POC(s) can be overridden on each account identifier.

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[**Home**] Welcome Brad Stammen

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Modify WWRS Seller Account

Country	Account #	RDO Prefix	WWRS Fee (%)	MOV	MOV (All Qty)	Days to Ship	Reduction of Dod (%)	Reduction of List (%)	Reduction of List ($)	Holding Account	WWRS Case/Line	Primary POC	Alternate POC
YY	YYTEST	DYYXXX	10	$750.00		90	25			XXXXXXXX	XXX / XXX	Brad Stammen	

Enter new information for the WWRS Seller Account

Country:	**YY (PSEUDO PROCESSING)**
Account Number:	**YYTEST**
RDO Prefix:	**DYYXXX**
WWRS Fee (%):	**10**
Minimum Order Value:	750.00 *
MOV (All Quantity):	
Reduction of DOD Price (%):	25
Reduction of List Price (%):	
Reduction ($) of List Price:	
Holding Account:	**XXXXXXXX**
Case Designator:	**XXX**
Line Number:	**XXX**
Primary POC:	Brad Stammen
Alternate POC:	

Modify Account   Clear   * Mandatory

Done   Local intranet

[Figure 4]

Add New Account Identifier (formerly Record ID)

Step 1: Search WWRS Accounts [Figure 5]

Enter search criteria by selecting an entry in the drop down list to find the account on which the new identifier will be added. Simply fill in the desired search criteria (none required) and click the "Find Account" button.

[Figure 5]

Step 2: Choose Account on which the Identifier will be added [Figure 6]

This page displays a list of the accounts you selected from the previous page. From this list, click the "Add Identifier" link next to the account on which the identifier will be created.
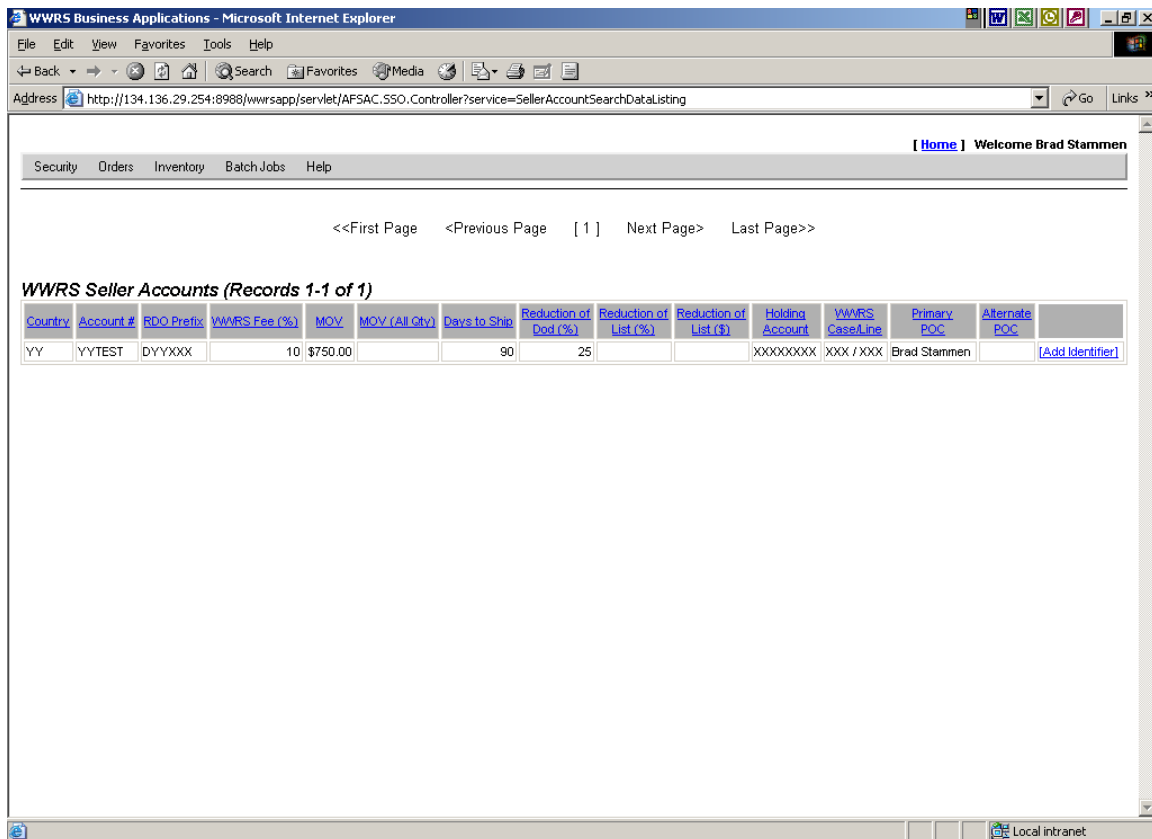
[Figure 6]

Step 3: Enter information on the new Account Identifier [Figure 7]

Add the information required on the new account identifier.

For each identifier, the seller has the choice to override five selection variables set at the account level: % Reduction of DoD Price, % Reduction of List Price, $ Reduction of List Price, Minimum Order Value, and the Minimum Order Value for all Quantity. When left blank, the default values for each of these variables set at the account level will be used in seller selection.

For each identifier, the seller also has the choice to override the default Points of Contact set at the account level. When left blank, the default Points of Contact on the account will receive the system-generated emails for this identifier.

Finally, you have the option to list inventory for a finite amount of time by choosing an Offer Expiration Date (Optional). By selecting an expiration date, any inventory listed under this account identifier will be deleted on the specified day.

Definition - Account Identifier (formerly Record ID)

An account identifier is a logical grouping of inventory. The grouping of inventory is determined by the sellers themselves, as sellers may have many different ways in which to group inventory. Regardless of the number of identifiers each account has, all inventory listed under an account is grouped together when performing the seller

selection process.

[Figure 7]

Modify Account Identifier

Step 1: Search Account Identifiers [Figure 8]

Enter search criteria by selecting an entry in the drop down list to find the account identifier you wish to modify. Simply fill in the desired search criteria (none required) and click the "Find Identifier" button.

[Figure 8]

Step 2: Choose Account Identifier To Modify [Figure 9]

This page displays a list of the account identifiers you selected from the previous page. From this list, click the "Modify" link next to the identifier you wish to change.
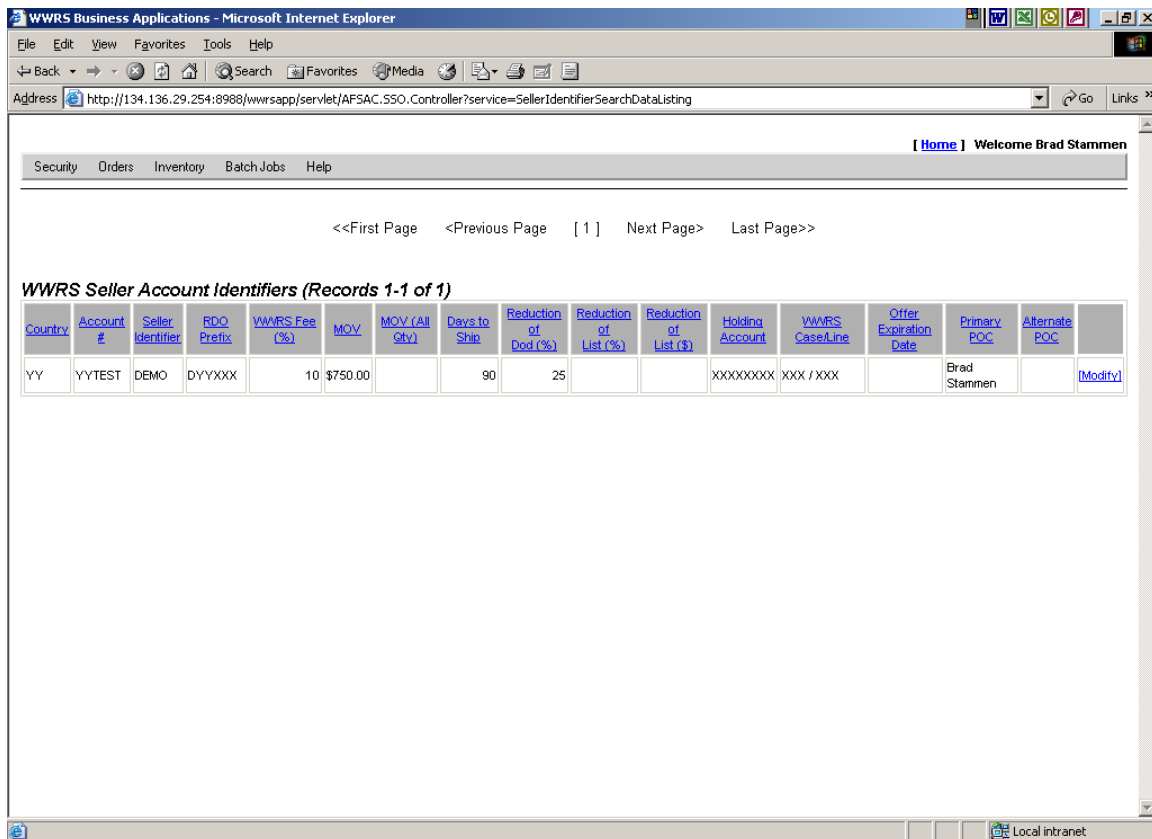
[Figure 9]

Step 3: Change Information on the Account Identifier [Figure 10]

Modify the information on the account identifier and press the "Modify Identifier" button.

An Identifier (formerly Record ID) is a logical grouping of inventory. The grouping of inventory is determined by the sellers themselves, as sellers may have many different ways in which to group inventory. Regardless of the number of identifiers each account has, all inventory listed under an account is grouped together when performing the seller selection process.

For each identifier, the seller has to choice to override five selection variables set at the account level: % Reduction of DoD Price, % Reduction of List Price, $ Reduction of List Price, Minimum Order Value, and the Minimum Order Value for all Quantity. When left blank, the default values for each of these variables set at the account level will be used in seller selection.

For each identifier, the seller also has the choice to override the default Points of Contact set at the account level. When left blank, the default Points of Contact on the account will receive the system-generated emails for this identifier.

Finally, you have the option to list inventory for a finite amount of time by choosing an Offer Expiration Date (Optional). By selecting an expiration date, any inventory listed under this account identifier will be deleted on the specified day.

[Figure 10]

Manage Access To Account Information

Step 1: Search Accounts [Figure 11]

Enter search criteria by selecting an entry in the drop down list to find the account. Simply fill in the desired search criteria (none required) and click the "Find Accounts" button.

Definition – Super User

An account super user is an AFSAC Online user that has View/Modify access to every identifier on an account. Only super users can modify the information on the account. Non-super users are users who have been granted access to specific account identifiers.

NOTE: Only super users have the access to manage access at the account level.

[Figure 11]

Step 2: Choose Account [Figure 12]

This page displays a list of the accounts you selected from the previous page. From this list, click the "Manage Access" link next to the account you wish to manage.
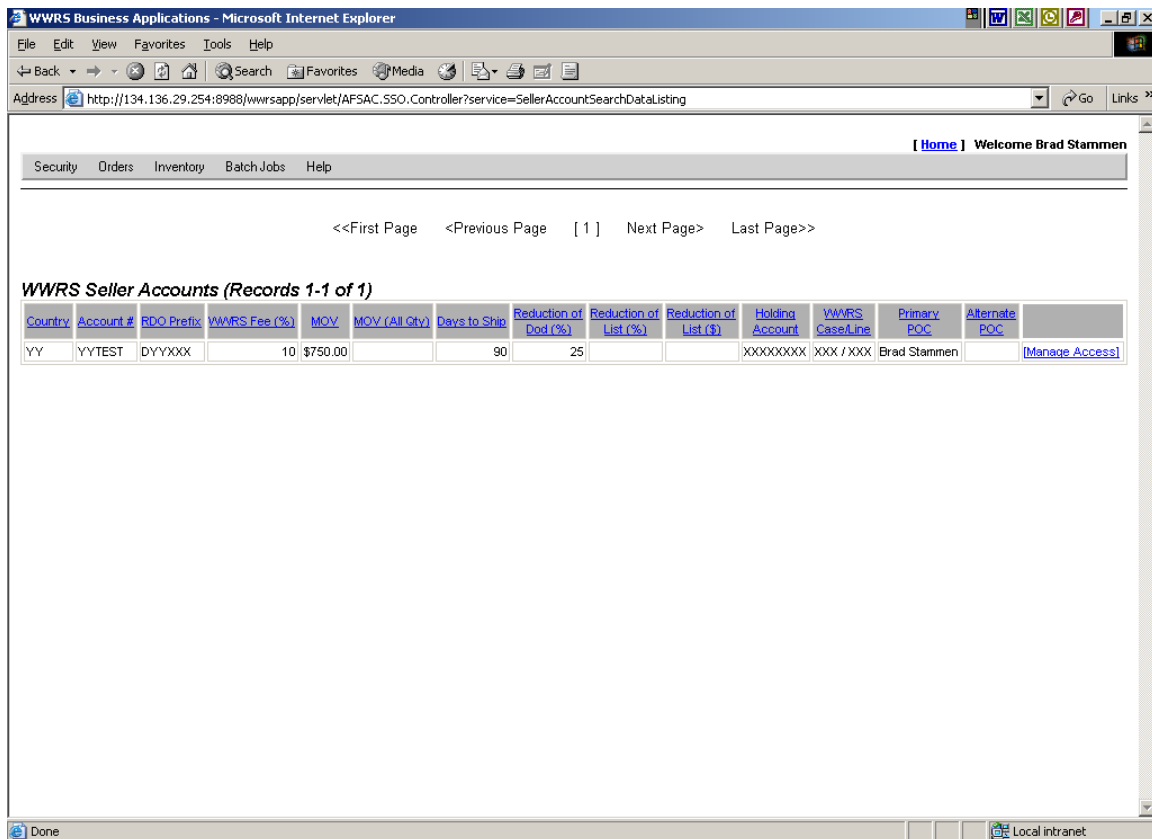
[Figure 12]

Step 3: Grant/Revoke Super User Access to/from the Account [Figure 13]

From the page, all user access at the account level can be managed. The page is broken down into 3 categories.

WWRS Custom Contacts

The custom contacts list is all contacts for this WWRS account that do not have a userid/password to AFSAC Online. These contacts receive system e-mails generated for this account. Only the WWRS PMO manages these contacts. This feature allows interim notification of orders by does not grant access to the system. These contacts will only be until an AFSAC Online account is established.

Revoke Super User Access

The AFSAC Online users in this list have been granted super user access to the selected account. Super users have access to every identifier created under this account, and can also change the information on the account (and each identifier on the account). To revoke access from this user, click the "Revoke" link next to the user for which access should be revoked.

Grant Super User Access

The AFSAC Online users in this list are all of the AFSAC Online users to which super user access can be granted (for this account). Super users have access to each account identifier, as well as access to modify the information on the account (and each identifier

on the account). To grant access to this user, click the "Grant" link next to the user for which access should be given

[Figure 13]

Manage Access To Account Identifier Information

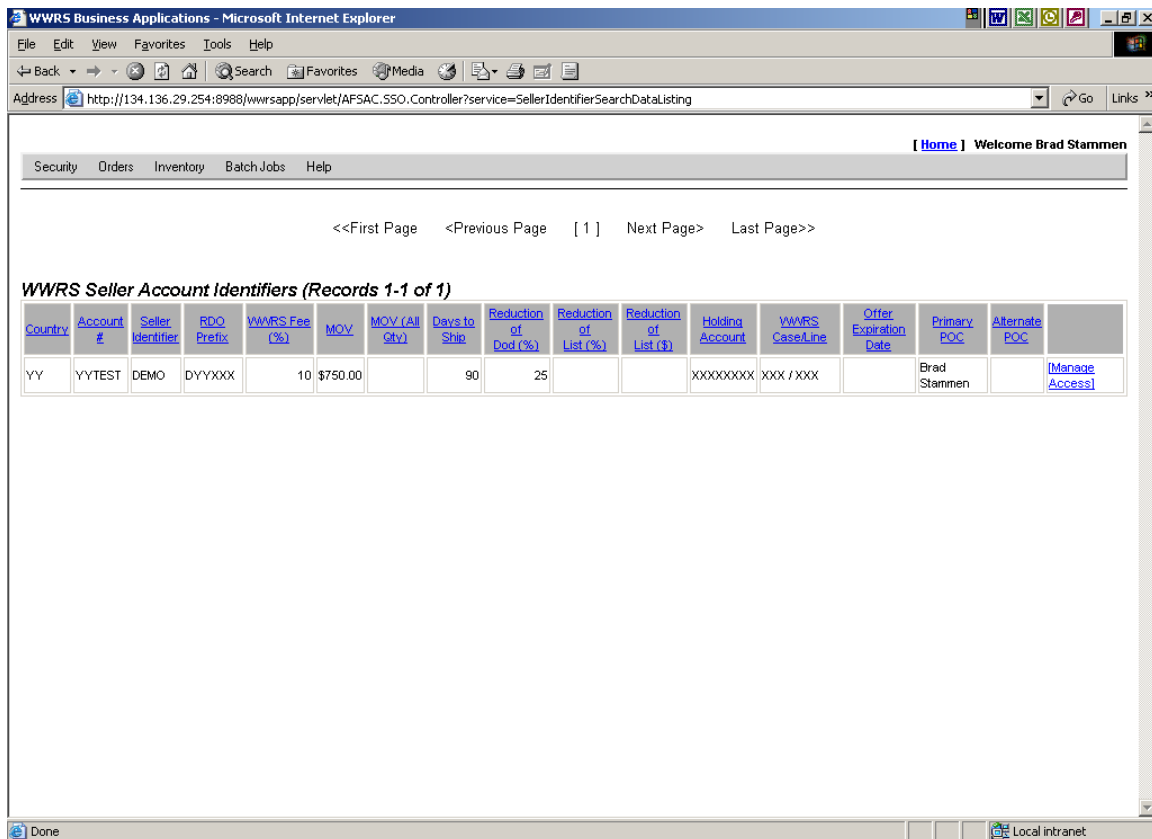### *Step 1: Search Account Identifier [Figure 14]*

Enter search criteria by selecting an entry in the drop down list to find the account identifier. Simply fill in the desired search criteria (none required) and click the "Find Identifiers" button.

[Figure 14]

Step 2: Choose Account Identifier [Figure 15]

This page displays a list of the account identifiers you selected from the previous page. From this list, click the "Manage Access" link next to the account identifier you wish to manage.

[Figure 15]

Step 3: Grant/Revoke Access to/from the Account Identifier [Figure 16]

From the page, all user access at the account identifier level can be managed. Users that have been granted access to specified account identifiers can only view information for that identifier. Only super users of the account will be able to view all identifiers. The page is broken down into 4 categories.

WWRS Custom Contacts
The custom contacts list is all contacts for this account or account identifier that do not have a userid/password to AFSAC Online. The WWRS PMO manages all custom contacts for the accounts. These contacts receive system e-mails generated for this identifier.

Super Users
The AFSAC Online users in this list have been granted super user access to the account under which this identifier is listed. Super users have access to every identifier created under this account. This is an information only list.

Revoke Access
The AFSAC Online users in this list have been granted access to the account identifier. To revoke access to this identifier, simply click the "Revoke" link next to the user for which access should be revoked

Grant Access

The AFSAC Online users in this list are all of the AFSAC Online users to which access can be granted (for this identifier only). Simply click on the "Grant" link next to the user for which access should be given. User access to specific account identifiers is granted at the account identifiers level, whereas super user access is granted at the account level.

[Figure 16]

Search WWRS Item Catalog

Step 1: Search Items [Figure 17]

Enter search criteria by selecting an entry in the drop down list to find the item(s) you are looking for. Fill in the desired search criteria (none required) and click the "Find Items" button.

Definition – Item
An item is, simply put, an NSN (or part number with no NSN). The WWRS items are those NSN that have been identified by WWRS in the past. When a seller lists an item for the first time, a WWRS item is created

[Figure 17]

Step 2: View Items [Figure 18]

This page displays a list of the items that meet your search criteria from the previous page.

NOTE: This page is used for information purposes only. The items in the WWRS catalog are only those that have been listed in the past. This is not an all-inclusive list. When an offer is listed for an NSN, and the NSN is not in the WWRS catalog, the NSN is then added automatically (assuming the NSN can be identified).

WWRS Business Applications - Microsoft Internet Explorer

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Address http://134.136.29.254:8988/wwrsapp/servlet/AFSAC.SSO.Controller?service=ItemSearchDataListing ▾ ⬀Go | Links »

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Items (Records 1-500 of 79060)

FSC	NIIN	MMC	Status	Item Name	AAC	CIIC	Dod Price	UI	Qty Unit Pack Code	SOS	ERRC	SLC	Yearly Demand
3020	007763042		A	GEAR,SPUR		U		EA		S9C			0
5950	007763357		A	TRANSFORMER,POWER		U		EA		S9E		0	0
5995	007766010		A	WIRING HARNESS,BRAN		U		EA		S9G	N	0	0
5950	007766463		A	COIL,RADIO FREQUENC		U		EA		S9E		0	0
3040	007775170		A	BELL CRANK		U		EA		S9C		0	0
5310	007782864		A	WASHER,KEY		U		EA		S9I	Z	0	0
5985	007785164		A	SELECTOR,ANTENNA		U		EA		S9E	N	0	0
5950	007788649		A	TRANSFO						FWW			0
5995	007789745		A	CABLE ASSEMBLY,RADI		U		EA		S9G	N	0	0
4920	007794425		A	STAND,BENCH"						FWW			0
2815	007796333		A	CAMSHAFT,ENGINE				EA		S9C	N		0
5940	007798180		A	TERMINAL,FEEDTHRU		U		EA		S9G	N	0	0
4720	007801398		A	TUBE ASSEMBLY,METAL						FWW			0
5315	007802118		A	PIN,STRAIGHT,HEADLE		U		EA		S9I		0	0
5950	007807447		A	TRANSFORMER,RADIO F		U		EA		S9E		0	0
5935	007808704		A	CONNECTOR,RECEPTACL		U		EA		S9E		0	0
5998	007813355		A	CIRCUIT CARD ASSEMB		U		EA		S9E		0	0
5998	007813620		A	CIRCUIT CARD ASSEMB				EA		N32	N		0
5330	007816205		A	GASKET		U		EA		S9I		0	0
5120	007818320		A	PULLER,BEARING						FWW			0
5905	007819167		A	RESISTOR,VARIABLE,W		U		EA		S9E		0	0

Local intranet

Add New Offer (One at a time)

Step 1: Enter information on item for sale [Figure 19]

Enter the information on the item you are listing for sale. An explanation of required information can also be viewed by displaying the help screen for this page.

When adding an offer, the following information is mandatory:
1. Account Identifier
2. NIIN (or Part/CAGE Code combination)
3. Condition Code
4. Quantity
5. Price
6. Unit of Issue
7. Offer remarks (when condition code is not "A")

While the part number/CAGE code is not required (when a NIIN is provided), it is highly encouraged to specify these upon listing materiel. This information is very useful to buyers when searching the WWRS inventory for materiel.

The FSC and Item Name should be specified. If the NIIN (or PART/CAGE Code) can be identified, the FSC and Item Name are overwritten by the current information. Otherwise, if the item could not be identified, the FSC and Item Name will be displayed on your suspense page (and may aid you in identifying the correct NIIN).

The unit of issue provided will be compared to the unit of issue on the catalog. If the values are different, an error message is displayed to the user.

Definition – Offer
An inventory listing of a particular item in which the seller wants to sell.

[Figure 19]

Modify Offer

Step 1: Search Offers [Figure 20]

Enter search criteria by selecting an entry in the drop down list to find the offer(s) you wish to modify. Simply fill in the desired search criteria (none required) and click the "Find Offers" button.

NOTE: The NIIN, Part Number, and Item Name can take partial values as search criteria. For example, if you are searching for all offers that have an item name with the word "lamp" in it, type "lamp" into the item name and all offers with an item name containing the word lamp will be displayed.

[Figure 20]

Step 2: Choose Offer to Modify [Figure 21]

This page displays a list of the offers you selected from the previous page. From this list, click the "Modify" link next to the offer you wish to change.

[Figure 21]

Step 3: Change Information on the Offer [Figure 22]

Details of an offer can be modified via this page. Make the desired modifications and click the "Modify Offer" button at the bottom of the page.

Changes that can be made include:
1. Modify the identifier under which this inventory is listed
2. Add/Modify/Delete a part number/CAGE code on the item
3. Update the condition code
4. Update the quantity for sale (setting the quantity to 0 will delete the offer)
5. Update the price of the listed materiel (setting the price to 0 will delete the offer)
6. Add/Modify/Delete any remarks related to this offer.

[Figure 22]

View History of an Offer

Step 1: Search Offers [Figure 20]

Enter search criteria for the offer(s) you wish to view history information for. Simply fill in the desired search criteria (none required) and click the "Find Offers" button.

NOTE: The NIIN, Part Number, and Item Name can take partial values as search criteria. For example, if you are searching for all offers that have an item name with the word "lamp" in it, type "lamp" into the item name and all offers with an item name containing the word lamp will be displayed.

Step 2: Choose Offer to View History Information on [Figure 21]

This page displays a list of the offers you selected from the previous page. From this list, click the "History" link next to the offer you wish to view historical information on.

Step 3: View History [Figure 23]

The history of an offer can be viewed via this page.

[Figure 23]

Mass Delete Offers

Step 1: Specify Offers To Delete [Figure 24,25]

There are 2 menu options that can be selected to display the Delete Offers Page.
1. Menu Path 1 [Figure 24]: Inventory / Offers / Delete
2. Menu Path 2 [Figure 25]: Batch Jobs / Delete Offers

From this page, all offers that meet the specified conditions will be deleted from WWRS. Specifying no conditions will results in all offers (that is listed under the account identifier that you have access to) will be deleted (a confirmation of desired action will be presented to you prior to performing the actual delete. Please see Step 2).

NOTE: Once the offers are deleted, you still have the option to download a list of offers that were listed on a particular date by using the Download capability. For example, all offers where erroneously deleted last week. To re-list the inventory, go to the Download Offers screen and download all of the offers (that were erroneously deleted) that were active on the day they were deleted. The list of offers that you downloaded can then be reloaded using the Dataset Upload capability (The offers will have to be loaded using the Add Offer Dataset Format – See Appendix A).

[Figure 24]

[Figure 25]

Step 2: Confirm Deletion of Offers [Figure 26]

Before deleting the offers from WWRS, a confirmation of your desired action will be presented to you. Upon confirmation, the request to delete the offers will be submitted.

The offers will be deleted in the background, and a summary email of the deletion will be sent to you. At any time, you can check the status of your request by navigating to the Batch Jobs / View Batch Jobs menu option.
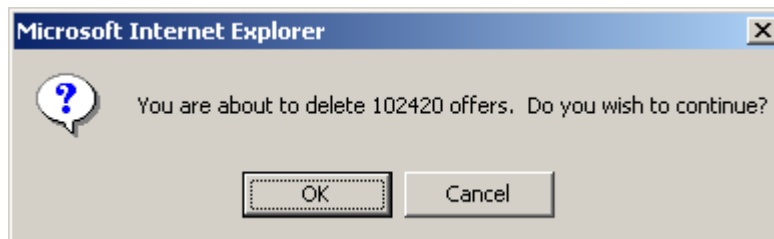
[Figure 26]

Download Inventory (Offers)

Step 1: Specify Offers To Download [Figure 27,28]

There are 2 menu options that can be selected to display the Download Offers Page.
1. Menu Path 1 [Figure 27]: Inventory / Offers / Download
2. Menu Path 2 [Figure 28]: Batch Jobs / Download Offers

From this page, all offers that meet the specified criteria will be placed in a .txt file in the background and emailed to you upon completion. At any time, you can check the status of your request by navigating to the Batch Jobs / View Batch Jobs menu option.

The following criteria can be selected to specify the offers that you wanted downloaded
1. Account – Specify to download all offers listed under this account
2. Account Identifier – Specify to download all offers listed under this account identifier
3. Status – Specify to download all offers with the specified status code
4. Offers As Of – When a date is entered, all offers listed in WWRS as of the specified date (that meet all other criteria) will be selected

[Figure 27]

[Figure 28]

Reserve Offer (One at a time)

Step 1: Search Offers [Figure 29]

Enter search criteria to find the offer(s) you wish to reserve. Simply fill in the desired search criteria (none required) and click the "Find Offers" button.

NOTE: The NIIN, Part Number, and Item Name can take partial values as search criteria. For example, if you are searching for all offers that have an item name with the word "lamp" in it, type "lamp" into the item name and all offers with an item name containing the word lamp will be displayed.

Definition – Reservation
This is a specific quantity of an inventory item (offer) reserved for a particular buyer at a given price.

[Figure 29]

Step 2: Choose Offer to Reserve [Figure 30]

This page displays a list of the offers you selected from the previous page. From this list, click the "Reserve" link next to the offer you wish to reserve.

[Figure 30]

Step 3: Provide Information to place the Reservation [Figure 31]

Details of the reservation are made on this page. Make the desired modifications and click the "Add Reservation" button at the bottom of the page.

In order to make the reservation, the following data must be supplied:

1. Quantity to reserve: The quantity cannot be more than the quantity listed on the offer
2. Unit price of reserved materiel: The unit price at which the materiel will be sold.
3. Buyer: The country buying the reserved materiel. Any requisition from the selected country for the listed materiel will release the reservation.
4. Lot Identifier (not mandatory): The lot identifier is used as a method of grouping reservations together. For example, if country X was willing to purchase 5 items at a set price, you can make these reservations with the same lot identifier. This lot identifier can then be used to find the orders used to purchase the reserved materiel

[Figure 31]

Modify Inventory (Offer) Reservation

Step 1: Search Reservations [Figure 32]

Enter search criteria to find the reservations you wish to modify. Simply fill in the desired search criteria (none required) and click the "Find " button.

NOTE: The NIIN, Part Number, and Item Name can take partial values as search criteria. For example, if you are searching for all offers that have an item name with the word "lamp" in it, type "lamp" into the item name and all offers with an item name containing the word lamp will be displayed.

[Figure 32]

Step 2: Choose Reservation to Modify [Figure 33]

This page displays a list of the reservations you selected from the previous page. From this list, click the "Reserve" link next to the reservation you wish to modify.
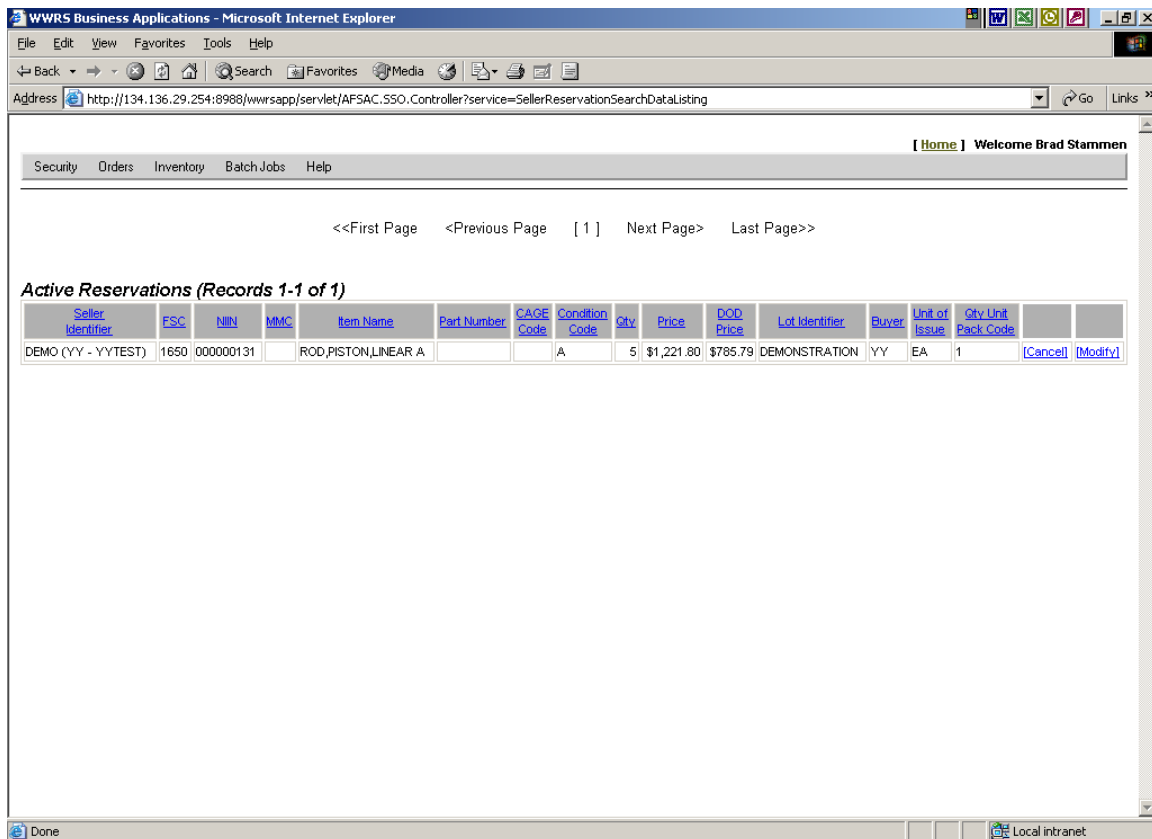
[Figure 33]

Step 3: Provide New Information on the Reservation [Figure 34]

Details of the reservation can be changed on this page. Make the desired modifications and click the "Modify Reservation" button at the bottom of the page.

In order to modify the reservation, the following data must be supplied:
1. Quantity to reserve: The quantity cannot be more than the quantity listed on the offer
2. Unit price of reserved materiel: The unit price at which the materiel will be sold.
3. Buyer: The country buying the reserved materiel. Any requisition from the selected country for the listed materiel will release the reservation.
4. Lot Identifier (not mandatory): The lot identifier is used as a method of grouping reservations together. For example, if country X was willing to purchase 5 items at a set price, you can make these reservations with the same lot identifier. This lot identifier can then be used to find the orders used to purchase the reserved materiel

[Figure 34]

Reserve Offers (By Account Identifier)

Step 1: Specify the Account Identifier you wish to Reserve [Figure 35,36]
There are 2 menu options that can be selected to display the Reserve Offers Page.
1. Menu Path 1 [Figure 35]: Inventory / Reservations / By Seller Identifier
2. Menu Path 2 [Figure 36]: Batch Jobs / Reserve By Seller Identifier

From this page, all offers listed under an account identifier can be reserved for a buyer. This is a useful capability when organized country-to-country transfers are being performed. For each transfer, the seller can establish a new account identifier. The inventory (in the transfer) can be added to this new account identifier, and then, using this feature, all inventory listed under this account identifier is reserved for the buyer. Reserving inventory in this manner takes place in a background process. Once the process is complete, a summary email will be sent to you. At any time, you can check the status of your request by navigating to the Batch Jobs / View Batch Jobs menu option.

The following criteria must be selected to specify the offers you wish to reserve
1. Description: Why are these offers being reserved
2. Account Identifier: All inventory listed under this identifier will be reserved
3. Buyer: The buyer for whom the inventory is being reserved
4. Lot Identifier (not mandatory): The lot identifier is used as a method of grouping reservations together. For example, if country X was willing to purchase 5 items at a set price, you can make these reservations with the same lot identifier. This lot identifier can then be used to find the orders used to purchase the reserved materiel
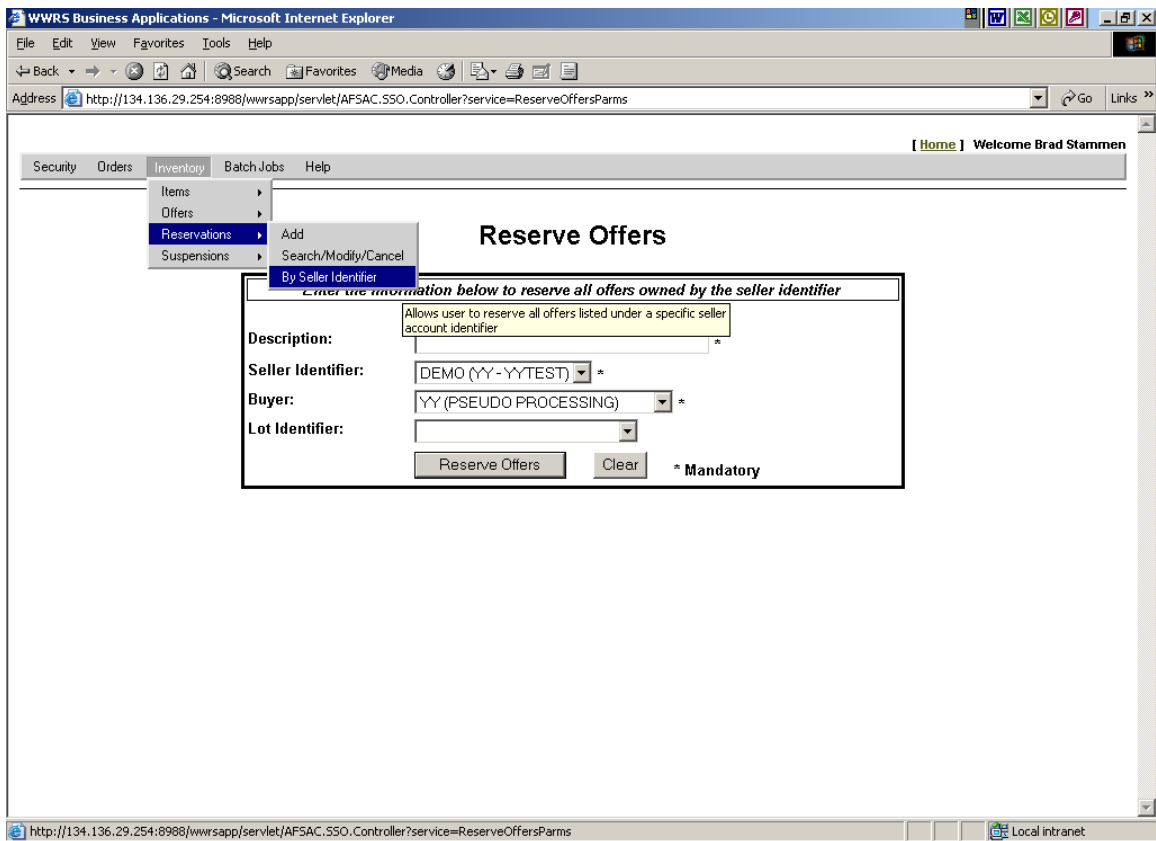
[Figure 35]
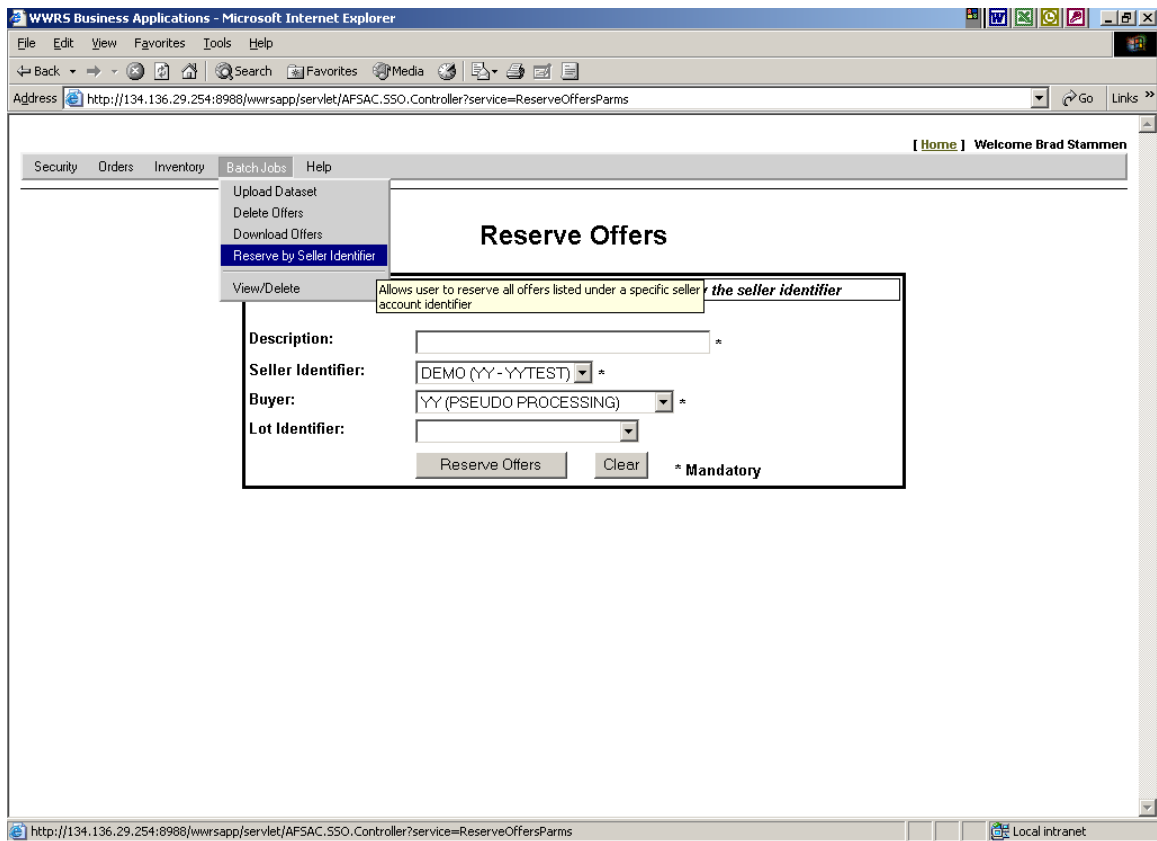
[Figure 36]

Work Suspended Offer (Item Not Found)

Step 1: Display List of Suspended Items [Figure 37]

Displays the list of offers that you have submitted in which the NIIN (or Part Number if no NIIN specified) could not be identified in the Air Force Catalog or USAInfo.

The user has two options:
1. The suspended offer can simply be deleted from the system (and no inventory will be listed). To do this, click the Delete link next to the suspended offer you wish to remove.
2. The suspended offer can be "re-released" for listing with updated information. See Step 2 below.

Definition – Suspended Offer

A potential inventory listing that can be purchased. There are four different types of suspensions:
1. Item Not Found – The item being listed could not be identified.
2. Restricted Part Number – The item being listed has a specific part number that is restricted for sale. Prior to being listed, the part number of the NSN must be verified.
3. Part Number translated to more then 1 NIIN: No NIIN was specified when the inventory was listed, and the specified part number translates to more than 1 NIIN.
4. Item Suspension – Eligibility of sale of the item cannot be automatically determined and must be reviewed by the PMO
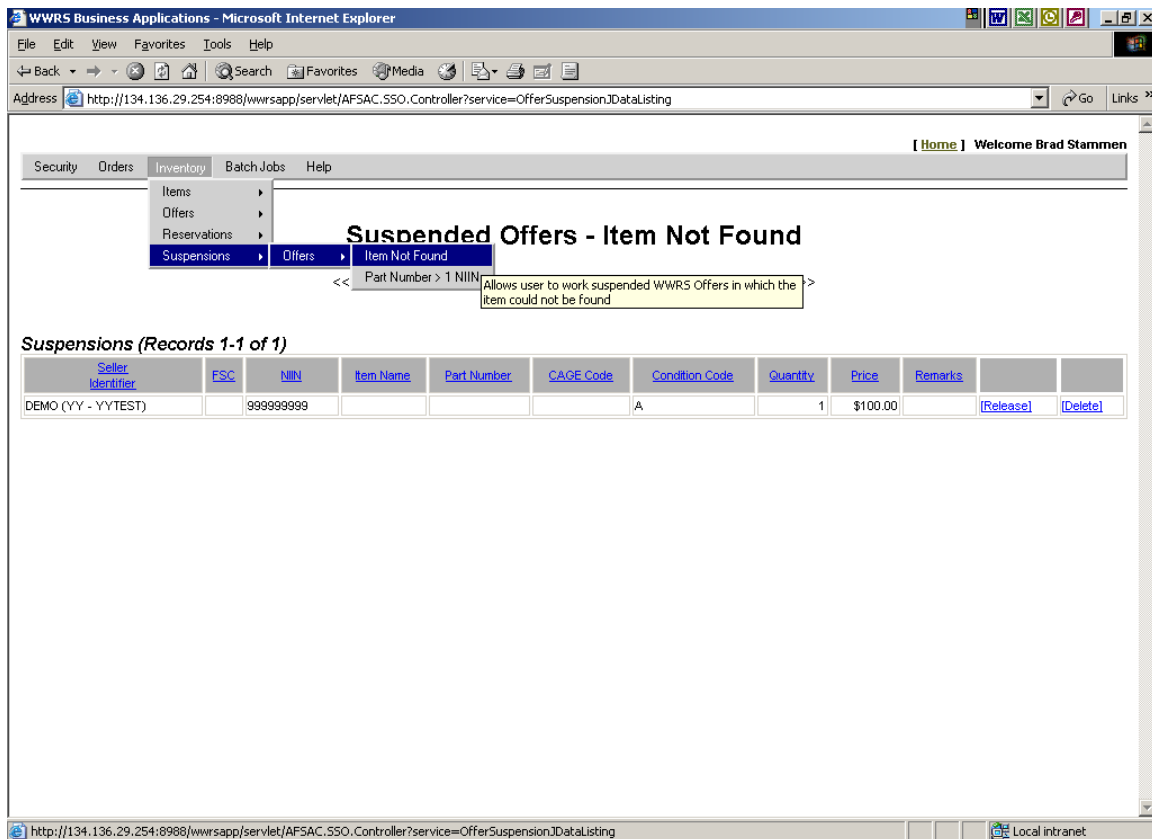
[Figure 37]

Step 2: Release Suspended Offer [Figure 38]

This page will allow you to enter new information on the item you are trying to list. To do this, provide a new (like a substitute or replacement NIIN) and/or a new part number. Once this is done, press the "Release" button at the bottom of the page. This will attempt to list the offer with the new information provided (**NOTE**: If the new item information cannot be identified, this inventory item may be re-suspended). The WWRS PMO also has visibility of these suspended items and can assist you in finding the correct information for the item you are listing.

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Address | http://134.136.29.254:8988/wwrsapp/servlet/AFSAC.SSO.Controller?service=ReleaseJOfferParms&offerNotValidatedId=4841&suspenseAction=A   ▼ ⟶Go   Links »

[**Home**] Welcome Brad Stammen

Security   Orders   Inventory   Batch Jobs   Help

Release Suspended Offer (Item Not Found)

Seller Identifier	FSC	NIIN	Item Name	Part Number	CAGE Code	Condition Code	Quantity	Price	Remarks
DEMO (YY - YYTEST)		999999999				A	1	$100.00	

Enter new item information on the item being listed for sale

Seller Identifier: **DEMO (YY - YYTEST)**
NIIN: 999999999

Part Number: [   ]

CAGE Code: [   ]

Condition Code: **A**
Quantity: **1**
Price: **$100.00**
FSC:
Item Name:
Unit Of Issue: **EACH**
Remarks:

[Release]   [Clear]   * **Mandatory**

Done   Local intranet

[Figure 38]

Work Suspended Offer (Part Number has more than 1 NIIN)

Step 1: Display List of Suspended Items [Figure 39]

Displays the list of offers that you have submitted in which the part number specified was listed with more than 1 NIIN.

The user has two options:
1. The suspended offer can simply be deleted from the system (and no inventory will be listed). To do this, click the Delete link next to the suspended offer you wish to remove.
2. The suspended offer can be "re-released" for listing with updated information. See Step 2 below.

[Figure 39]

Step 2: Release Suspended Offer [Figure 40]

This page will allow you to enter choose the correct NIIN for which this part number is to be listed. To do this, select one of the NIINs from the list and press the "Release" button at the bottom of the page. This will attempt to list the offer with the new information provided. The WWRS PMO also has visibility of these suspended items and can assist you in finding the correct information for the item you are listing.
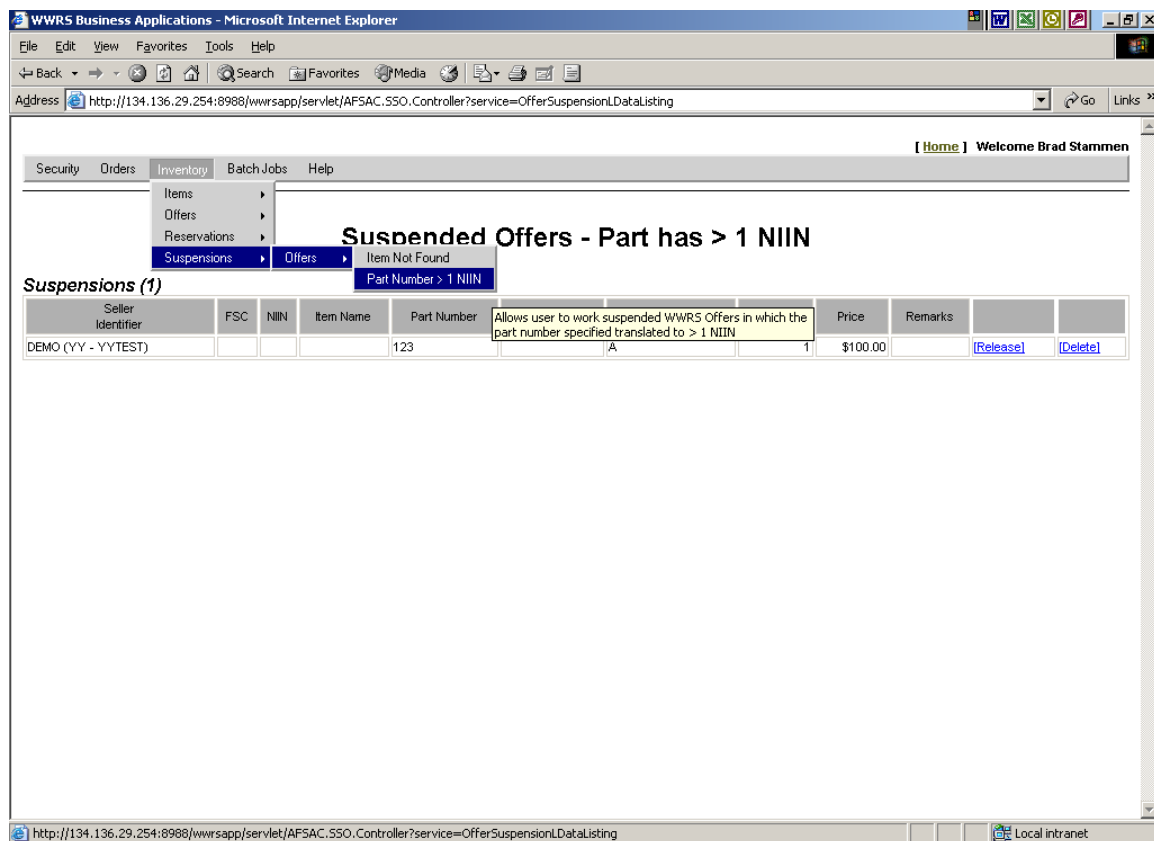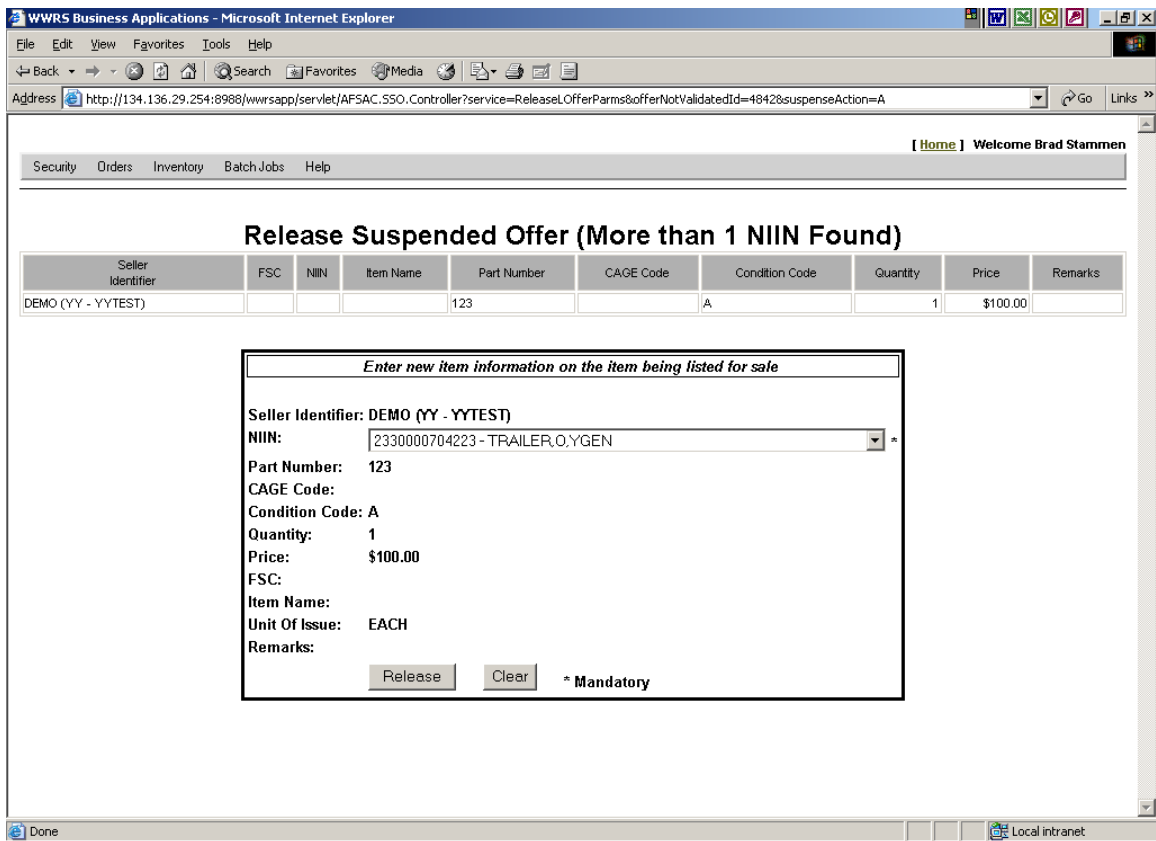
[Figure 40]

Upload Datasets

Step 1: Display the Upload Screen [Figure 41]

From this page, you can upload a dataset of information to process immediately. Processing a dataset takes place in a background process. Once the processing is complete, a summary email will be sent to you. At any time, you can check the status of your request by navigating to the Batch Jobs / View Batch Jobs menu option.

For a list of all transactions (and their required formats) that can be processed via the upload feature, please refer to Appendix A.

The following criteria must be provided to upload a dataset
1. Description: What is the purpose of this dataset
2. Dataset: The text file with the transactions to be processed. For a list of the transactions and their required format, please refer to Appendix A.

[Figure 41]

View/Delete Submitted Batch Jobs

Step 1: Display your batch jobs [Figure 42]

From this page, you can view the status of the batch jobs you have requested.   Once a job has completed, you can remove the job from this list whenever you would like. Click the "Remove" link next to the job you wish to delete.

Definition – Batch Job

A batch job is a request submitted via the WWRS application that will run in the background. Processing of the job will not interrupt your ability to navigate to a different page. Once the job is complete, a summary email will be sent to you.

[Figure 42]

Overview - Buyer Capabilities (Supply Tools)

Step 1: Navigate to AFSAC Online [Figure 43]

Once this page is displayed (https://afsac.wpafb.af.mil), click on the Supply menu option on the left side of the page.
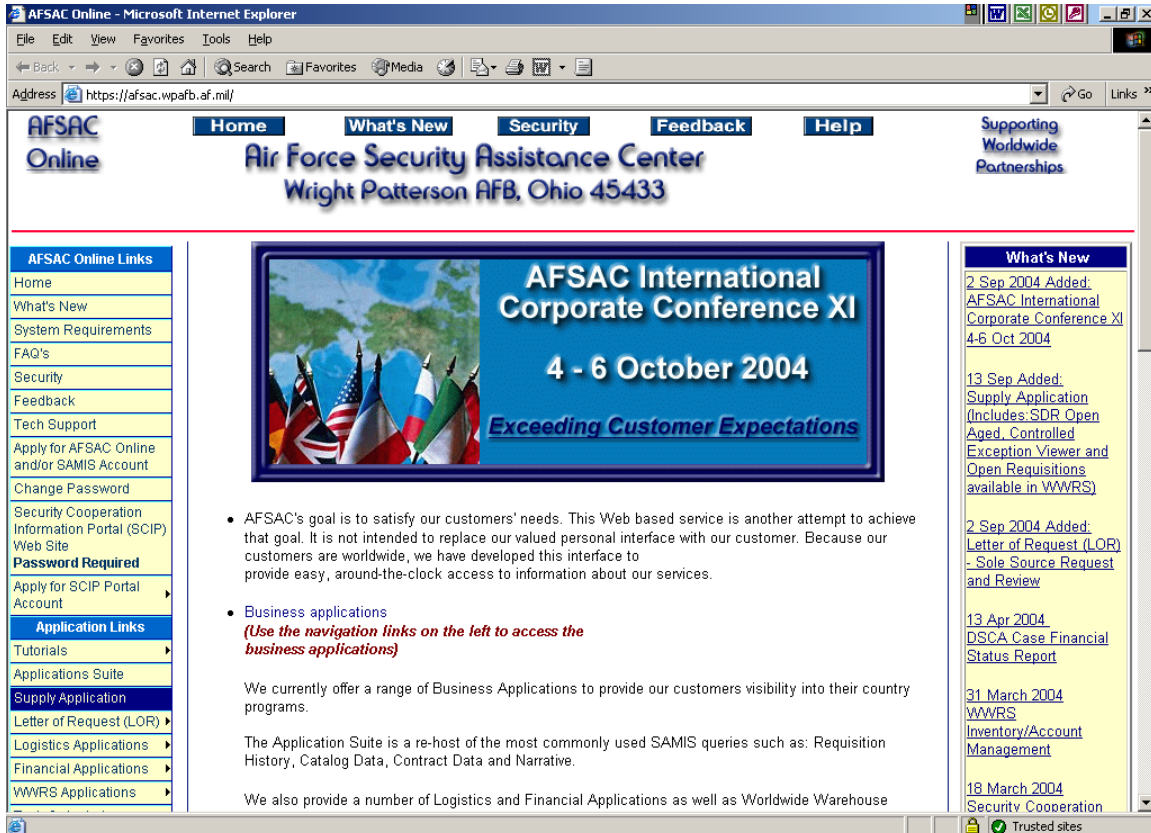
[Figure 43]

Open Requisition WWRS Intersection

This tool will allow the user to view all open requisitions side by side with available WWRS inventory.

Step 2 – Select country(s) [Figure 44]

Select the country(s) for which you wish to view open requisitions.
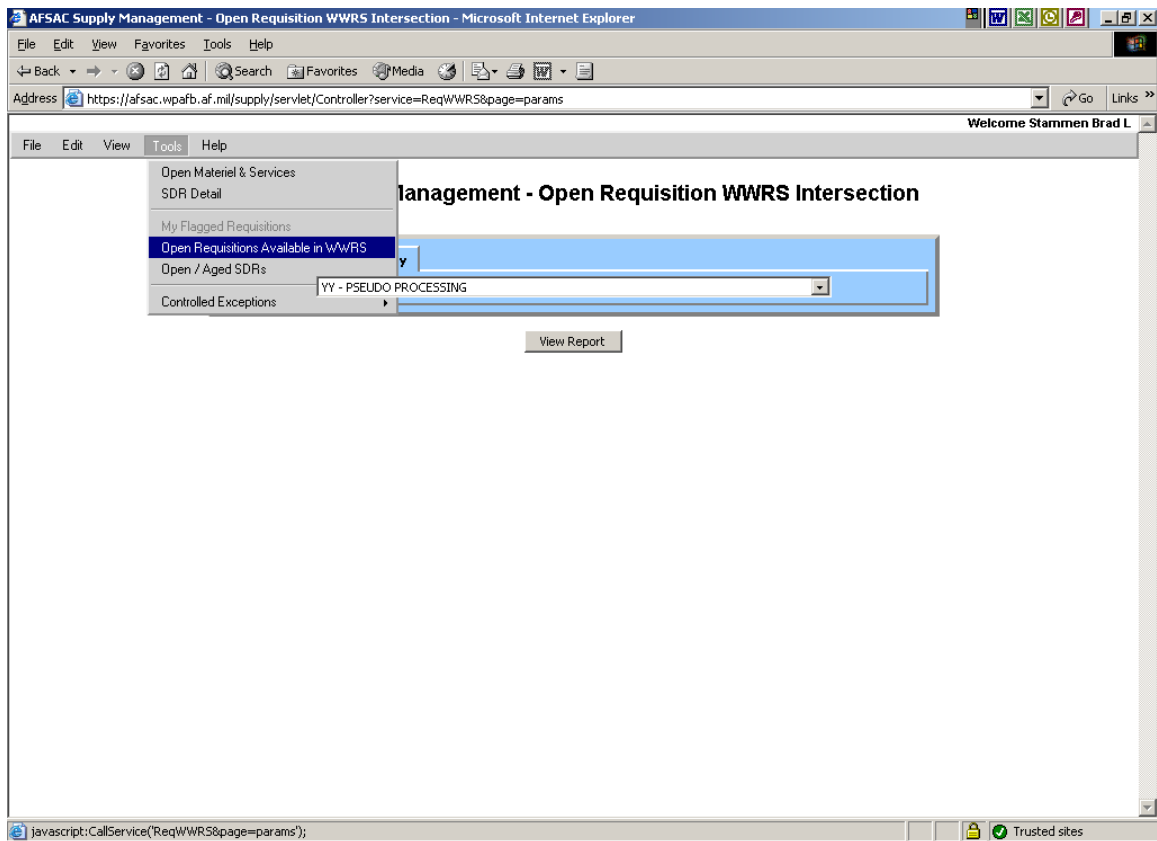
[Figure 44]

Step 3 – Select Data View [Figure 45]

To select to profile of data you would like to view, click the drop down list on the top left portion of the page and select the report profile you would like to use. Note: To create a new data profile, see Step 3a.
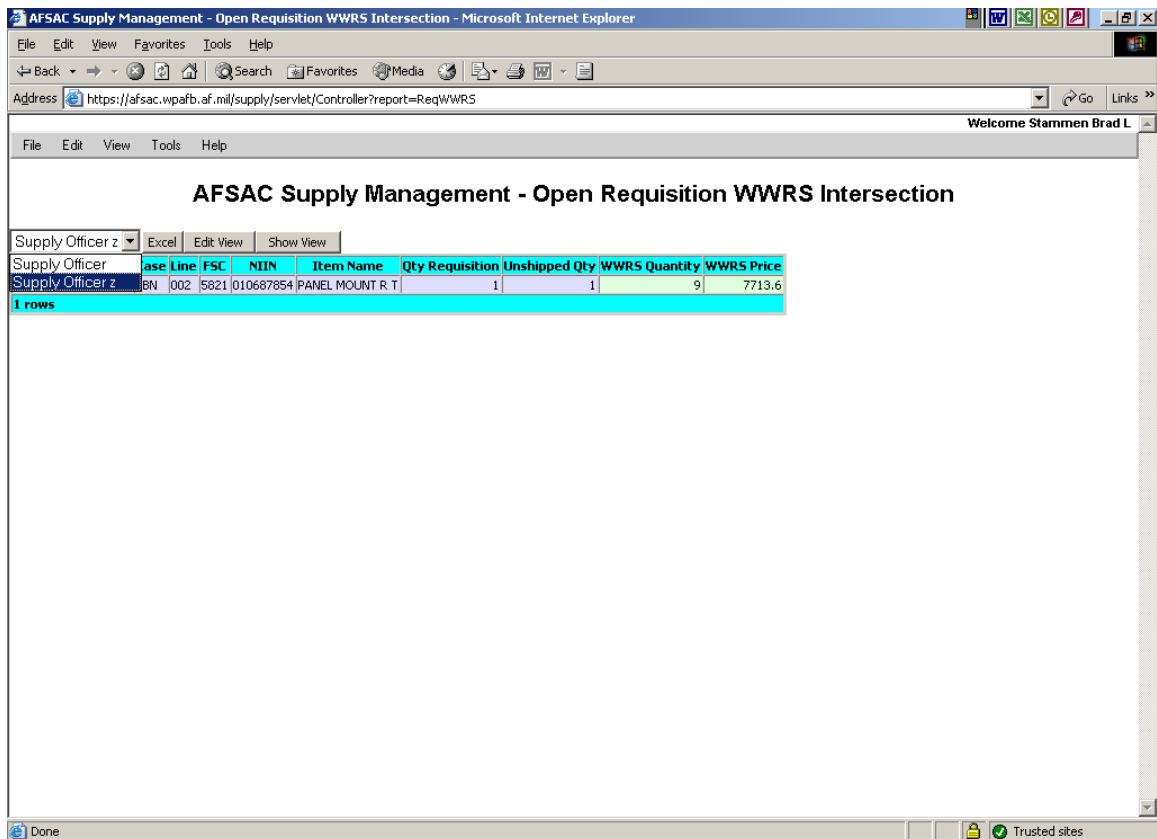
[Figure 45]

Step 3a – Adding/Changing Report View [Figure 46]

At the time of writing this document, the capability to add a new view has not yet been developed, but is in the works. Be on the lookout for this new feature.

To edit the report view, simply move data elements you would like to see from the left selection box to the right selection box by highlighting the data element you would like to add and clicking the "Add" Button. Similarly, you can remove a data element by clicking on that element and clicking the "Remove" Button.

Using the Promote and Demote buttons will move the selected data element in the "View Data" selection up or down. The order of these data elements is used to determine where the data elements are viewed on the page (from left to right)

Use the Ascending and Descending buttons to order the entire report by the selected data element.
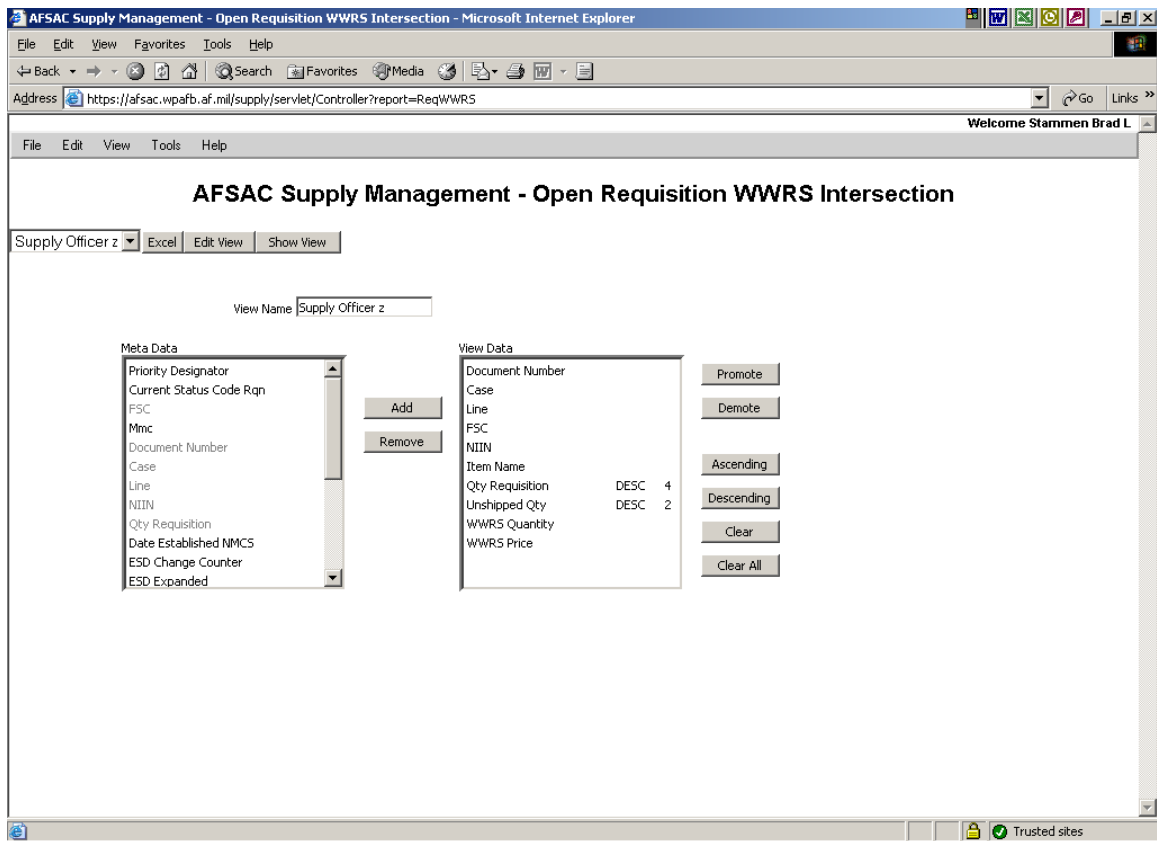
[Figure 46]

Step 4 – Exporting (downloading) data to Excel [Figure 45]

By clicking the Excel button, the displayed on the report will be copied into an Excel spreadsheet.

Appendix A – Dataset Upload Formats

This appendix has all transaction record formats required when uploading datasets into the WWRS application.

Add new inventory listing (offer)

Column Name	Dataset Position	Description
IDENTIFICATION NUMBER	1-2	Record Identification Number. This is a constant value ("09") that triggers the system to process the record as a new offer
COUNTRY CODE	3-4	The two position country code of the seller account identifier under which the offer will be added
ACCOUNT NUMBER	5-14	The seller account under which the offer will be added
IDENTIFIER	15-24	The seller account identifier under which the offer will be added
NIIN	25-33	The NIIN on the offer being added
PART NUMBER	34-65	The part number on the offer being added
CAGE CODE	66-70	The CAGE Code on the offer being added
CONDITION CODE	71	The condition code of the item on the offer being added
QUANTITY	72-76	The quantity being listed for sale
PRICE	77-87	The unit price of the item being listed for sale. No decimal point should be entered. For example, if the price is 4.54, the value of the field is entered 454
FSC	88-91	The Federal Supply Classification of the item. If the item is found in either the Air Force Catalog (CMD) or USAInfo, the FSC retrieved will be override this value
ITEM NAME	92-131	The Item Name of the item. If the item is found in either the Air Force Catalog (CMD) or USAInfo, the Item Name retrieved will be override this value
UNIT OF ISSUE	132-133	The unit of issue of the item. If the item is found in either the Air Force Catalog (CMD) or USAInfo, the unit of issue retrieved will be override this value
REMARKS	134-333	Any offer specific remarks to be placed on the offer (Not Required)

Modify existing inventory listing (offer)

Column Name	Dataset Position	Description
IDENTIFICATION NUMBER	1-2	Record Identification Number. This is a constant value ("10") that triggers the system to process the record as an offer modification
COUNTRY CODE	3-4	The two position country code of the seller account identifier under which the offer to modify is located.
ACCOUNT NUMBER	5-14	The seller account under which the offer to modify is located
IDENTIFIER	15-24	The seller account identifier under which the offer to modify is located
NIIN	25-33	The NIIN on the offer being modified
PART NUMBER	34-65	The part number on the offer being modified
CAGE CODE	66-70	The CAGE Code on the offer being modified
CONDITION CODE	71	The condition code on the offer being modified
NEW IDENTIFIER	72-81	The new seller account identifier under which this offer will be located
NEW PART NUMBER	82-113	The new part number to be placed on the offer
NEW CAGE CODE	114-118	The new CAGE Code to be placed on the offer
NEW CONDITION CODE	119	The new condition code to be placed on the offer
QUANTITY	120-124	The new quantity to be placed on the offer
PRICE	125-135	The new unit price to be placed on the offer. No decimal point should be entered. For example, if the price is 4.54, the value of the field is entered 454
REMARKS	136-335	The new remarks to be placed on the offer

Appendix B – Glossary